

**To help avoid any delays in processing your application,
listed below are helpful tips as you are completing the
2014 Contractor Registration Application.**

- The 2014 Contractor Registration Applications are fillable forms.
- If you are mailing in your application, please enclose a self-addressed, stamped envelope.
- The Name of Applicant must be a person (not a company) and must be the individual who signs the Applicant's Signature line in the presence of the Notary Public.
- The Notary Public needs to complete their section completely: applicant's name, notarial seal, county their commission is recorded in and if applicable, the expiration date of commission.
- Please list names of any additional personnel authorized to obtain permits and schedule inspections. The Notary Public cannot be listed as additional authorized personnel.
- If completing the Company Name field, the name must match the name listed on the State of Ohio license or the State of Ohio Company Annual Certificate.
- Before submitting your application for processing, please verify the application is completed in its entirety.